



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

MANAGEMENT SERVICES TECHNICIAN

SALARY RANGES	RANGE A: \$2609 - \$3268 RANGE B: \$2945 - \$3690
TENURE/TIME BASE	Limited Term, Full Time (12 Months)
PROGRAM/DEPARTMENT	Dietetics
FINAL FILING DATE	December 1, 2015

DESCRIPTION OF DUTIES: The Management Services Technician reports directly to the Director of Dietetics performing a wide variety of technical assignments with minimal supervision. Essential duties: responsible for preparing bids, awards contracts, preparing purchase orders on food and other items needed for the Department of Dietetics; prepares monthly Dietetics budget report; meets with vendors to explain the departments buying policy and procedures; maintains Dietetics automated purchase order program and Prime Vendor Program; verifies vendor invoices and reports discrepancies to Sacramento; develops spreadsheets to track ordering and budgeting; contacts State Buyers on purchasing issues; maintains various manuals in the office; sorts and distributes mail, order supplies, sends fax's, composes letters, screens calls, maintains monthly calendar for Department of Dietetics.

WHO MAY APPLY: Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

****Only applications with original signatures will be accepted****

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: MANAGEMENT SERVICES TECHNICIAN
RELEASE DATE: 11/13/15